

2.06 MINOR SITE PLAN REVIEW

- a. Criteria: Minor Site Plan is a site plan which meets the following criteria:
 - 1. The purpose of the plan is for a change of use or expansion of present use.
 - 2. The site plan will have a minimum traffic impact on the surrounding road network.
 - 3. There is no alteration of access to public streets.
 - 4. Minimum lot grading.
 - 5. Minor drainage improvements are required to accommodate any increased drainage due to improvements.
 - 6. Increase in gross floor area: not to exceed 33% of the existing gross floor area up to 5,000 square feet (Expanded building shall not exceed 15,000 square feet).
 - 7. Expansion of pavement: not to exceed 33% of the existing paved area up to 6,500 square feet.
 - 8. There are no unusual or special conditions which require full Planning Board review.
- b. Administrative Review Committee (ARC): The ARC is a committee authorized by the Planning Board, in accordance with RSA § 674:43 to process minor site plans. The ARC shall consist of the following members (Department Heads may appoint an assistant or designee to vote in their absence):
 - 1. Director of Building and Code Enforcement/Health Officer
 - 2. Director of Public Works & Engineering
 - 3. Planning and Economic Development Director
- c. Submittal Items: The applicant shall file an application for approval of a minor site plan. An application includes:
 - 1. Be made on application form available at the Planning Department (Exhibit 4);
 - 2. Include a completed checklist available at the Planning Department (Exhibit 4);
 - 3. The application form shall be signed by the property owner or the owner's agent. If an agent signs the application, an affidavit authorizing the agent to act on the owners behalf shall be submitted as well.
 - 4. Be accompanied by the correct application fee (Exhibit 3),
 - 5. Include a list of the names and addresses of all abutters, as provided in RSA § 676:4, I(b);
 - 6. Include six (6) sets of plans as described in Section 4.01d and in accordance with the requirements for design standards and improvements as outlined in Section 4 (and Section 5 if appropriate). At the discretion of the Planning Department and Department of Public Works, the requirement for fully engineered site plans may be waived for minor projects with no significant site changes.;
 - 7. Include applicable documents listed in Section 4.19.; and
 - 8. Include a materials quantity list for all improvements excluding buildings, on Town of Londonderry Department of Public Works forms and a summary total for bond estimate for the project;
 - 9. The applicant shall include escrow for review cost in sufficient amount determined by the Planning Department. Escrow account shall be periodically reviewed to ensure that sufficient funds are available to cover all review costs and additional escrow shall be provided as needed.
- d. Determination of a Minor Site Plan- The Planning Department shall review the submittal items and determine if the plan meets the minor site plan criteria. If the Planning Department and Town Engineer determines that the plan is a minor site plan the design review process shall begin. At the discretion of the ARC, any minor site may be referred to the full Planning Board for action.

- e. Design Review Process: The Design Review Process shall consist of review of the submittal package by the Design Review Committee (DRC), as follows:
1. Following submission of the application to the Planning Department, the plans will be reviewed by the Town's engineering review consultant to ensure that the plans meet all of the requirements of the application checklist.
 2. If the application does not include all of the required items from the checklist, the plans will be returned to the applicant to revise the plans to include all of the checklist items.
 3. Once it is determined that all required checklist items are provided, the plans will be reviewed by the DRC. The DRC shall review the submitted plans within thirty (30) working days of the submittal date of the Minor Site Plan Application.
 4. The Planning Department will forward DRC comments to the applicant. The Applicant shall address the DRC comments as follows:
 - i. The Applicant is responsible to address the DRC comments in writing, explaining how each comment is addressed and providing two (2) sets of revised drawings (with changes highlighted in yellow) to the Planning Department with the revision block appropriately noted and dated on the drawings;
 - ii. When DRC comments address a particular requirement of a department (ie., the Fire Department), the applicant shall contact the DRC member directly to discuss the comments, and provide written verification that the comments are addressed to the satisfaction of the DRC member.
 5. Notification of Abutters in accordance with RSA § 676:4.
- g. Hearing Process:
1. Determination of a Completed Application: Upon receipt of the formal application, the ARC shall determine if the application is complete. If it is determined that the application is complete, the ARC shall accept the application. If it is determined that the application is incomplete, the ARC shall vote to find the application incomplete and shall state the reasons for such finding.
 2. Schedule: If the application is determined to be complete, the ARC shall hold a public hearing on either the first and third Thursday of each month at 9:00 a.m, as notification of abutters allows.
 3. Notification of Planning Board: The Planning Department shall notify the Planning Board of submissions on the first and third Wednesday of each month. After review of the submission list the Planning Board may determine that a submission warrants full site plan review.
 4. Public Hearing: The ARC shall hold a public hearing on the completed formal minor site plan application. Notice of the public hearing shall be given in accordance with RSA § 676:4. Any abutter, member of the general public or any person with a direct interest in the matter may testify in person or in writing.
 5. ARC Action: The ARC shall have 65 days, from the date of acceptance, to approve or disapprove the application, subject to extension or waivers as provided in RSA § 676:4,(c)1. The date of acceptance shall be the date that the ARC accepts the plan.
 6. Appeals: The applicant shall have the right to appeal the ARC's decision in accordance with RSA § 674:43.
 7. Signatures: The Planning Board shall sign all plans. The Board shall endorse a reproducible mylar and four (4) paper copies of the site plans for their records.